



HEADQUARTERS NEW JERSEY ARMY AND AIR NATIONAL GUARD
NEW JERSEY DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
3650 SAYLORS POND ROAD
FORT DIX, NEW JERSEY 08640-7600

AIR BULLETIN NO. 1

7 January 2000

LEAVE TRANSFER PROGRAM APPLICANT (HRO-MTM-ER)

1. The federal personnel system allows the use of a Leave Transfer Program in which annual leave may be transferred to a federal employee who is affected by medical or family medical emergency situations. Application for the use of this program has been made by SSgt Allison J. Phillips, 177FW.
2. Sgt Phillips is in a high-risk pregnancy and will be out of work approximately four (4) to six (6) weeks. Sgt Phillips has exhausted all her leave.
3. Any ARNG/ANG federal employee wishing to donate annual leave to Sgt Phillips should complete the form attached to Appendix B, NJDMAVA TPR 600 (660.15) and forward to HRO for approval.
4. Any leave donated but not used by the recipient for her medical emergency will be returned to the donor(s) on a prorata basis as administered by HRO.
5. It is emphasized that this is a voluntary program. Your participation in the program is a personal decision. No technician will be directly or indirectly intimidated, threatened or coerced regarding his or her decision to participate.
6. See your supervisor for information in the Voluntary Leave Transfer Program as published in NJDMAVA TPR 600 (630.15).

OFFICIAL:

PAUL J. GLAZAR
Major General, NJARNG
The Adjutant General

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